

Sacramento Safety Meeting Summary

March 23, 2004

Those who attended:

Donald Taylor, Terri Peterson, Nancy Jo Patterson, Diana Wells, Katherine Akins, and Cindy Francisco.

Log 300 Review

There have been 3 workers compensation claims filed so far in Sacramento during 2004.

Vehicle Accident Review

There has been 1 vehicle accident reported during 2004. This was a solo accident involving hitting a stationery object.

Lot I Parking Lot Vandalism

It has been reported that there have been a few vehicles vandalized over the weekend. We are keeping track of all incidents reported to us and reporting them to the City.

Facility Web Page Revision

<http://inside.arb.ca.gov/as/safety/facility.htm> has been revised to include each emergency coordinator, the emergency plan and the emergency team list (when available).

Building Evacuation Drills

Evacuation drills are required to be conducted each year at a minimum. The headquarters building will be conducting one in the next few months (the drill date will not be announced). Floor Leaders will have a meeting prior to the relocation drills occurring.

Reminder Signs Regarding the Required 18-inch Clearance for Sprinklers

Signs are available to be posted in storage rooms stating that there is a requirement to have an 18-inch clearance for sprinklers. It is not required to post, but serves a good reminder to staff. Signs may be obtained by contacting Cindy Francisco.

New Smoking Policy

Recent laws have changed the distance that smokers are allowed to stand in front of a main exit, entrance or operable window of a state-owned or leased facility. Signs at ARB buildings have been altered to reflect the change. An ASL on the subject should be issued soon.

Facility Management Update

Diana Wells reported that the facilities at 13th&T, 14th&S, and 13th&V Streets will soon have a new cardkey system installed. The keycards will be separate from

the system at the Headquarters Building. There also has been security upgrades made in those facilities.

Diana was happy to report that the mouse that has been running free on the 6th Floor of the Headquarters Building has been caught! According to Katherine Akins, it had been loose since February. It was stated that rodents have been known to hitch hike into facilities in a box! Staff should use caution when outside boxes are brought into the building. Also, to prevent rodents from wanting to be in the building, staff should not leave food out.

Governor's Employee Safety Awards for 2003

No nominations were received.

Next Meeting

The next meeting is scheduled for Thursday, June 17, 2004 in the Headquarters Building, Conference Room 550. An appointment was made on committee members' Netscape calendars.